King, Valerie A.

From: McAlpin, Loreen
Sent: Thursday, November 16, 2000 1:53 PM
To: King, Valerie A.
Subject: FW: further WSA planning information

-----Original Message-----
From: Solana, Rick P.
Sent: Wednesday, November 15, 2000 5:43 PM
To: Reininghaus, Wolf; Max Eisenberg (E-mail); Rich Carchman (E-mail); Bugg, Joy; Davies, Bruce; McAlpin, Loreen; Patskan, George; Podraza, Ken; Sanders, Edward; Walk, Roger
Cc: Solana, Rick P.
Subject: further WSA planning information

George, Ken, Roger, Ted, Bruce, Richard, Max, Loreen:

To help clarify the working relationships moving forward, here are some expectations.

Roles relative to "understanding smoking and health":

Managers:

- Always ultimately responsible for the work planned and executed by his/her employees
- Takes under advisement the guidance developed by coordinators in the planning process
- Directs his/her groups project planning

Coordinators for "Understanding Smoking and Health":

- Advisory role to insure we have an integrated program in his/her respective area which can achieve our goals
- Soliciting scientific input across the organization, as needed, during pre-planning
- Running the "understanding smoking and health" portion of the planning meeting
- Developing cohesive planning guidance for his/her respective area
- Should suggest names of individuals, where possible, for individual parts of the plan. However, this is only guidance for the functional manager who has control of use of resources.
- Coordinating between functional managers as projects are developed for submission
- Guide development of necessary cross-organization working groups
- Reviewing respective area after projects are finally submitted
- Advisor to VP, WSA, for his/her respective area

External Research Program (ERP) Resources:

Once the planned projects are submitted, it would make sense to have a meeting amongst us dedicated to identifying what gaps could be addressed by the ERP, through RFQs, direct solicitations, symposia, *etc.* Perhaps January would be the time since December is already getting difficult.

Also, Loreen will be sending you another version of the planning guidance sheets which includes the names which were recommended by the coordinators, so you have that information moving forward.

hope it helps,

Rick

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Source: https://www.industrydocuments.ucsf.edu/docs/sfck0001